



STATE OF CALIFORNIA  
Department of Parks and Recreation  
EXAMINATION ANNOUNCEMENT  
SKILLED LABORER  
OPEN-SPOT  
ONE DAY FILE IN PERSON



AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

PA70/6212

2PR04-02

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Parks and Recreation
POSITIONS EXIST	This is a <b>Spot</b> Exam for El Dorado County / Sugar Pine Point State Park. <u>Candidates may establish eligibility for this county only.</u>
WHO SHOULD APPLY	Applicants who meet the minimum qualifications by <b>April 24, 2012, one day, File-In-Person date.</b>
HOW TO APPLY	<p><b>This is a one day file-in-person process only.</b> Applicants <b>MUST APPEAR IN PERSON ON APRIL 24, 2012, BETWEEN THE HOURS OF 8:00 A.M. TO 4:00 P.M.</b> at the location indicated below.</p> <p><b>APPLICANTS MUST APPEAR AND FILE A COMPLETED STANDARD STATE APPLICATION (STD 678).</b> Applications filed by another person, by mail, by fax, by e-mail, or submitted prior to or after the one day file-in-person date and time will <u>not</u> be accepted for any reason. For additional information regarding this exam please call (916) 651-1404. <b>APPLICANTS MUST PROVIDE PROOF OF IDENTIFICATION IN ORDER TO FILE THEIR APPLICATION.</b> Accepted forms of identification are (1) a signed photo identification card (i.e., driver license); or (2) two forms of signed identification. <b>THE EXAMINATION TITLE AND SPOT LOCATION MUST BE INDICATED ON THE APPLICATION.</b></p> <p><b>You must include exam code (2PR04-02) on your application.</b></p>
FILE-IN-PERSON LOCATION(S)	<b>Sugar Pine Point State Park</b> 7360 West Lake Blvd Tahoma, CA 96142
PERFORMANCE TEST	It is anticipated that the performance test date will be held <b>April 25 - 26, 2012.</b> Your applications will be reviewed on <b>April 24, 2012, at the one day, File-In-Person on site,</b> and only successful candidates will be scheduled for the Performance exam.
SALARY RANGE	A: \$3051 - \$3338 B: \$3338 - \$3660
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental eligible list will be established for the Department of Parks and Recreation. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination by <b>April 24, 2012,</b> the file-in-person date.</p> <p><b>NOTE:</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p>All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.</p> <p>Pursuant to Government Code 18935(b), candidates with <u>permanent</u> full time status at the Laborer level or above may not be eligible to apply for this examination.</p>

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**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Ability to read and write English at a level required for successful job performance. **and**

**Experience:** Six months of experience in building or mechanical work.

**POSITION DESCRIPTION**

Under supervision, to do miscellaneous skilled labor other than that required to be done by a craftsperson; may instruct, lead or supervise inmates, wards or resident workers; and do other related work. Cleans up after a job has been completed; assists maintenance work.

**EXAMINATION  
INFORMATION**

This examination will consist of a performance test only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE PERFORMANCE TEST WILL BE DISQUALIFIED.**

**PERFORMANCE TEST  
(Weighted 100%)**

**Scope:**

**A. Knowledge of:**

1. Maintaining tools, machinery, and equipment in good repair and condition.
2. Tools, materials, methods, and terminology used in the building and mechanical trades.

**B. Ability to:**

1. Demonstrate mechanical aptitude.
2. Do manual labor.
3. Follow oral directions.

**ADDITIONAL  
DESIRABLE  
QUALIFICATIONS**

Willingness to do manual labor.

**VETERANS'  
PREFERENCE CREDITS**

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

**CAREER CREDITS**

Career credits are not granted in open examinations.

**CONFIDENTIALITY AND  
SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

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## GENERAL INFORMATION

**For an examination** without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Parks and Recreation, (916) 651-1404, three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department of Parks and Recreation.

**If you meet the requirements**, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Parks and Recreation** reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. In addition locations of oral interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans' Preference Credits:** California law allows granting of veterans' preference credits in open entrance examinations and open-nonpromotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open-nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference credits are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, and the California Department of Veterans Affairs, 1227 O Street, Sacramento, CA 95814.

**Career Credits:** In open-nonpromotional examinations, career credits are granted to: 1) state employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added at **Department of Parks and Recreation, 1416 9<sup>th</sup> St. Rom 1018, Sacramento, Ca or by mail to the Department of Parks and Recreation, Attention: Examination Unit, P.O. Box 942896, Sacramento, CA 94296-0001.** to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application form STD. 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

## DEPARTMENT OF PARKS AND RECREATION

Personnel Office/Examination Unit 1416 9<sup>th</sup> Street, Room 1018, P.O. Box 942896, Sacramento, CA 942896-0001 (916) 651-1404

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device  
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)